

DATE ENTERED12/31/05

DELIVERY/COMPLETION DATE12/31/05

ADDRESS CORRESPONDENCE TOJ Z KWIATKOWSKI

P.O. NO.19-106414-C-JK

RELEASE NO.

SUPPL. NO.

F.O.B./TRANSPORTATIONORIGINCOLLECT

CASH TERMSNET 30 DAYS

SHIP VIAWVN

CARRIERPER WVNS SHIPPING INSTRUCTIONS

0001450  
IRON MOUNTAIN/NUS  
1137 BRANCHTON RD  
BOYERS PA 16020  
APR 19 2005

SEE THE REVERSE SIDE OF THIS FORM FOR STANDARD SUPPLIER INSTRUCTIONS  
  
Joseph Kurathoush 4/13/05  
PROCUREMENT DEPARTMENT AUTHORIZATION AND DATE  
THE EFFECTIVE DATE OF THIS PURCHASE ORDER IS WHICHEVER IS EARLIER  
"PROCUREMENT DEPARTMENT AUTHORIZATION"OR THE"CONFIRMED WITH" DATE.

CONFIRMED WITH:  
CONFIRMING ORDER-  
O NOT DUPLICATE  
DEBBIE B.

DATE04/13/05

PURCHASE ORDER CODE5FSAZ333N0S

REQUISITIONERWV-RSB  
KEARNEY L

REQUISITION NO. ON SITE WORK ?NO

PLEASE SUPPLY THE FOLLOWING IN ACCORDANCE WITH TERMS AND CONDITIONS BELOW AND ON REVERSE SIDE

ITEM	MATERIAL ID/DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
1 DUPLICATE BY	12/31/05 PROVIDE RECORD STORAGE SERVICE TO WEST VALLEY NUCLEAR SERVICE COMPANY (WVNSCO) PER THE REQUIREMENTS CONTAINED ON THIS PAGE AND THE ATTACHED PAGES TWO (2) THROUGH FIVE (5).  PO AMOUNT REFLECTS ESTIMATED FUNDING FOR APRIL AND MAY. A PO SUPPLEMENT WOULD BE ISSUED FOR JUNE AS ADDITIONAL ANTICIPATED FUNDING COMES AVAILABLE. CURRENT CONTRACT IS 04/01/05 THRU 12/31/05. ADDITIONAL OPTION PERIODS (INCLUDING 01/01/06-03/31/06) ARE AS NOTED IN ATTACHED DOCUMENTS.	0		\$0.0000	11,600.00
PURCHASE ORDER TOTAL					\$11,600.00

WVNSCO IS AN EQUAL OPPORTUNITY EMPLOYER

West Valley Nuclear Services Co. LLC

PO #19-106414-C-JK  
Record Storage Service

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1. **SCOPE OF WORK**

A. **Technical Requirements**

Reference Attachment A, "Scope of Work."

B. **Quality Assurance Requirements**

Reference Attachment B, "Quality Program Requirements" and Attachment C, "Supplier Nonconformance Report."

C. **Government Furnished Material**

Reference Attachment "D."

D. **Approval Requests**

Seller shall submit technical data/procedures/drawings via WVNSCO Form WV-19010, "Approval Request."

Seller is required to submit two (2) copies of all Approval Requests (with attachments), unless otherwise specified in the technical documents.

E. **Submittal Lead Time**

The lead time for WVNSCO disposition for submittals (e.g., drawings, procedures, or lower-tier subcontractor approvals) will be two weeks. If a resubmittal is required, it also will be dispositioned by WVNSCO within a two-week period. However, any resubmittals and all subsequent time required to disposition will not relieve the seller of its obligation to maintain the manufacturing schedule and meet the contractual delivery date specified in the purchase order.

F. **U.S. Citizenship Requirement**

All personnel assigned to perform work for WVNSCO must be citizens of the United States of America or be an approved Foreign National assignee.

Sellers proposing to assign Foreign Nationals must obtain specific approval from WVNSCO prior to assignment of any personnel to a specific job function. WVNSCO will not authorize the assignment until the appropriate approval has been received from the U. S. Department of Energy Ohio Field Office.

2. **APPLICABLE ADMINISTRATIVE DOCUMENTS**

A. Form WV-0157, Rev. 0, "General Provisions for Commercial Items and Addenda 1, 2, 3, and 4" thereto.

B. Form WV-0175, Rev. 1, "Integrated Safety Management Requirements for Subcontractors."

C. Form WV-0181, Rev. 0, "WVNSCO Shipping Instructions."

D. Form WV-1801, "Technical Advisory."

E. Form WV-19010, "Approval Request."

West Valley Nuclear Services Co. LLC

PO #19-106414-C-JK  
Record Storage Service

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5. **PERIOD OF PERFORMANCE**

A. **Period of Performance**

The period of performance for this purchase order is April 1, 2005 through December 31, 2005.

B. **Option to Extend the Term of the Subcontract**

WVNSCO has included an option to extend the term of this order. The seller will be given thirty (30) days notice before the current order end date of WVNSCO's intention to extend the order. When deciding whether to exercise the option, the Buyer will consider the quality of the seller's performance under this order.

1. WVNSCO reserves the right to extend the order for four (4) additional separate twelve-month periods from conclusion of the original period of performance.
2. If WVNSCO exercises this option, the extended order shall include this option provision.
3. The total duration of this order, including the any exercised option periods, shall not exceed five (5) years.

6. **PRICING**

A. **Pricing Schedule**

Reference Attachment "E."

B. **Most Favored Customer**

The seller warrants that its prices are not greater than those charged to the seller's most favored customer for like quantities of the same or similar supplies or services under like conditions of sale. By warranting the price, the seller agrees to refund any amount paid by WVNSCO which exceeds the price charged any of the seller's customers for like quantities of the same or similar supplies or services under like conditions of sale one year from the date of any resulting purchase order.

The seller also agrees to permit WVNSCO and/or the U.S. Government the right to examine the seller's records to ensure compliance with this warranty.

7. **CONTRACTUAL AUTHORITY**

The representatives of WVNSCO procurement designated below are the only persons authorized to bind WVNSCO contractually in connection with this purchase order.

J. Z. Kwiatkowski, Senior Subcontract Administrator, Procurement  
M. P. Denzel, Subcontract Staff Specialist, Procurement  
C. Avery, Subcontract Staff Specialist, Procurement  
D. H. Pritchard, Manager, Procurement

**NOTE:** If the seller proceeds with any work not authorized by one of the above individuals, it will be at the sole risk and expense of the seller.

West Valley Nuclear Services Co. LLC

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8. **ORDER OF PRECEDENCE**

In the event of any inconsistencies within this purchase order, the following order of precedence shall govern:

1. Changes (if any) to the purchase order.
2. Information contained in the purchase order document.
3. Form WV-0157, "General Provisions for Commercial Items and Addenda 1, 2, 3, and 4 thereto."
4. Technical Requirements.
5. Quality Control Requirements, if applicable.
6. Drawings, if applicable.

Any inconsistencies which require application of the order of precedence specified above shall be promptly brought to the attention of the Buyer prior to any action related thereto.

9. **CORRESPONDENCE**

All correspondence pertaining to this purchase order shall be directed to the attention of the Buyer as follows:

WEST VALLEY NUCLEAR SERVICES CO. LLC  
J. Z. KWIATKOWSKI, SENIOR SUBCONTRACT ADMINISTRATOR WV-B1F  
10282 ROCK SPRINGS ROAD  
WEST VALLEY, NY 14171-9799

All telephone communications shall be directed to the attention of the Buyer by telephoning (716) 942-4966. If the Buyer is not available, contact M. P. Denzel, Staff Subcontract Specialist, Procurement at (716) 942-4398.

The buyer hereby designates the following as the buyer's technical representative for this contract: Lori Kearney, Phone: 716-942-4074, WV-RSB. The technical representative is responsible for monitoring and providing technical guidance for this contract and should be contacted regarding questions or problems of a technical nature.

In no event, however, will an understanding or agreement, modification, change order, or a deviation from the terms of this contract be effective or binding upon WVNSCO unless formalized by proper subcontract documents executed by the buyer prior to completion of this subcontract. On all matters that pertain to subcontract terms, the seller shall contact the buyer specified within this contract. When in the opinion of the seller, the technical representative requests or directs efforts outside the existing scope of the contract, the seller shall promptly notify the buyer in writing. No action shall be taken until an appropriate modification to the subcontract has been issued by the buyer.

**West Valley Nuclear Services Company (WVNSCO)  
Private Records Storage Vault and Services**

1.0 SCOPE OF WORK

- 1.1 Provide a 3,000 square foot, single-storage records vault (hereafter referred to as "vault").
- 1.2 The vault shall offer storage appropriate for paper records, drawings, microforms, videotapes, magnetic tapes, and other nonpaper media records.
- 1.3 Services to be provided include: storage, preservation, safekeeping, delivery, pick up, retrieval/pull, rush retrieval/pull, file/refile, interfile, faxing, forklift services, permanent removal, copying, bar coding, data entry, and, if requested, destruction. Terms are defined in section 4.0, Definitions.
- 1.4 The vault shall meet the requirements listed below. WVNSCO Quality Assurance Department, technical specialist, and Records and Configuration/Document Control Department representatives shall perform periodic surveillances of Seller's program and vault to ensure that these requirements are met.

Attachment B: Quality Program Requirements (QPR) cover sheet

ASME NQA-1-1989 Basic Requirement 1  
Basic Requirement 5  
Basic Requirement 6  
Basic Requirement 12  
Basic Requirement 16  
Basic Requirement 17 and Supplement 17S-1, Sections 4 and 5  
(excluding steps 4.4.2, 4.4.3, and 4.4.4)

NFPA Codes and Standards (Code of Record from original contract)

NFPA 13 Installation of Sprinkler Systems (1996)  
NFPA 25 Maintenance and Testing of Water Based Fire Protection Systems (1998)  
NFPA 72 National Fire Alarm Code (1996)  
NFPA 101 Life Safety Code (1997)  
NFPA 232 Standards for the Protection of Records (1995)  
NFPA 220 Standard on Types of Building Construction  
NFPA 232A Guide for Fire Protection for Archives and Records Centers (1995)  
NFPA 520 Standards on Subterranean Spaces (1999)

- 1.5 Materials to be provided include: boxes/cartons, shipping boxes/cartons, jet bags, manifests, authorization cards, barcode stickers, and out cards.
- 1.6 A complete listing of all WVNSCO furnished equipment is provided in Attachment D. Upon termination of this contract, such equipment shall be rendered to WVNSCO, its successor, or the Department of Energy (DOE).

2.0 GENERAL REQUIREMENTS

- 2.1 The temperature and relative humidity requirements for storage of records (including hard copy, microforms, magnetic tapes, videotapes, photographs, etc.) are as follows:

Environmentally controlled storage where the temperature is less than 70 degrees Fahrenheit and relative humidity is 30 to 35 percent. If the temperature or humidity exceeds these requirements, Seller shall issue a WVNSCO Form WV-1210, "Supplier Nonconformance Report (SNR)," as identified in Section 2.13, Attachment A-3.

- 2.2 Services are to be rendered to authorized personnel of WVNSCO and DOE. Strict adherence is required for authorized access to each organization's records and as identified on authorization cards.

WVNSCO and DOE employees authorized to request and accept files/boxes shall complete authorization cards provided by the Seller. Only those requests received from WVNSCO and DOE employees who have completed an authorization card shall be granted. There shall be no exceptions unless authorized in writing by either organization for their records. WVNSCO (or DOE in the case of DOE records) shall be contacted if an unauthorized request is attempted. When transactions are requested via telephone, the Seller shall require that requesters identify themselves, their company name, and their company's contract number. They shall also state whether the request is for retrieval/pull, refile or new storage pickup, and the method of delivery (fax, client delivery or pickup, Seller delivery or pickup, or designated air express delivery carrier) before a request is processed.

- 2.3 For security and record control purposes, all retrieval/pull, delivery, pickup, refile, interfile, file, and faxing activities requested by authorized employees shall be tracked and documented by the Seller. When the Seller delivers records to WVNSCO or DOE, the Seller shall provide documentation of the delivered items.

- 2.4 An electronic barcode indexing system shall be maintained by the Seller. Reports identifying box number and location while at the storage facility shall be provided to WVNSCO or DOE when requested. The indexing system and reports shall accurately identify WVNSCO boxes versus DOE boxes.

2.5 Preservation, Safekeeping, and Storage of Records

- 2.5.1 WVNSCO and DOE records shall be stored within their respective designated areas of the vault and shall not be intermixed.
- 2.5.2 The vault shall be made to prevent deterioration and damage to records (paper and nonpaper) from moisture, temperature, pressure, dirt, and dust. For nonpaper records, additional preventions from excessive light, stacking, electromagnetic fields, temperature, and humidity is required.
- 2.5.3 Seller shall establish procedures to prevent the entry of unauthorized personnel into storage and processing areas; guard against larceny and vandalism; and provide for lost, damaged, or destroyed records.

- 2.5.4 Seller shall provide a vault as described in ASME NQA-1-1989, Basic Requirement 17, Supplement 17S-1, Sections 4.4 and 4.4.1 and NFPA requirements as identified in section 1.4.
- 2.5.5 Records shall be protected against all weather elements while being picked up and delivered to and from the storage facility.

2.6 Delivery, Pickup, Retrieval/Pull, File, Refile, and Interfile

When requested by an authorized employee, the Seller shall be capable of retrieving, delivering, picking up, refiling, interfiling, and faxing documents.

- 2.6.1 Delivery/Pickup - Transportation and delivery of authorized retrieval/pull items utilizing one of the following methods as requested by WVNSCO or DOE authorized personnel:
  - A. Faxing: See steps 4.5 and 4.9 below.
  - B. Seller's Carrier: Provided by the Seller and consisting of Seller's equipment and employee(s).
  - C. Air Express Delivery: such as Federal Express (FedEx) or United Parcel Service (UPS).
  - D. Ground Service: such as Federal Express (FedEx) or United Parcel Service (UPS).
- 2.6.2 Retrieval/Pull/File/Refile/Interfile - When a file is pulled from a storage box, an out card or equivalent shall be used in its place to ensure proper return. Files/boxes shall be identified with a refile action to ensure it is returned to the proper location. This shall not be accomplished by adhering barcodes/stickers/etc., to the pages of a document. WVNSCO or DOE shall be contacted if there are any questions regarding file/refile/interfile actions. Out cards shall be removed at the time of refile. Whenever possible, individual files shall be retrieved from boxes rather than the entire box. To facilitate this, the Seller shall contact WVNSCO or DOE, as appropriate, with any questions concerning their retrieval/pull.
- 2.6.3 Seller shall ensure rush retrieval/pull and delivery of records 24 hours a day, 7 days a week. As directed by WVNSCO or DOE, delivery may be accomplished via fax, air express delivery, or Seller's carrier. Retrievals/pulls may be requested for delivery as follows: fax within 1-1/2 hours from time of request; Seller's carrier within 5 hours from time of request; or air express delivery by noon the next day.

NOTE: If WVNSCO and/or DOE offices are not located at the same facility, delivery to either or both locations may be required.

- 2.7 In accordance with ASME NQA-1-1989, Basic Requirement 1, Seller shall document the organizational structure, functional responsibilities, levels of authority, and lines of communication for activities affecting quality. Persons ensuring that activities affecting quality have been correctly performed shall have sufficient authority and organizational freedom as identified in Basic Requirement 1 to identify quality problems and initiate, recommend, or provide solutions to quality problems through designated channels.

- 2.8 In accordance with ASME NQA-1-1989, Basic Requirement 5, Seller shall ensure that activities affecting quality are prescribed by and performed in accordance with Seller's documented instructions, procedures, or drawings of a type appropriate to the circumstances. Seller shall implement all other requirements identified in Basic Requirement 5 as well.
- 2.9 In accordance with ASME NQA-1-1989, Basic Requirement 6, Seller shall ensure the preparation, issue, change, and approval of documents that specify quality requirements or prescribe activities affecting quality and are controlled to assure that correct documents are being employed.
- 2.10 In accordance with ASME NQA-1-1989, Basic Requirement 12, Seller shall ensure that tools, gages, instruments, and other measuring and test equipment used for activities affecting quality are controlled and calibrated and adjusted once per year to maintain accuracy within necessary limits.
- 2.11 In accordance with ASME NQA-1-1989, Basic Requirement 16, Seller shall ensure that conditions adverse to quality are identified and corrected as soon as practical and that measures are taken to prevent recurrence.
- 2.12 In accordance with ASME NQA-1-1989, Basic Requirement 17, Seller shall ensure that records furnish documentary evidence of quality and are specified, prepared, and maintained. Seller shall implement all other requirements identified in Basic Requirement 17 and Supplement 17S-1, sections 4 and 5 (excluding steps 4.4.2, 4.4.3, and 4.4.4) as well.
- 2.13 WVNSCO Form WV-1210, "Supplier Nonconformance Report (SNR)" (Attachment C) shall be used by the Seller to report nonconformances of technical requirements in this contract and obtain WVNSCO's disposition and approval of the supplier's recommended disposition and corrective action at the time the nonconformance is identified.

### 3.0 ADDITIONAL REQUIREMENTS

- 3.1 Periodic access to Seller's facility for surveillance of Seller's operation, facility, procedures, organization, and compliance with the requirements of this Contract is required. On an annual basis, a random sampling of boxes may be performed to ensure that within an approximate 95 percent confidence level, all boxes are accounted for. Certain filing, rearranging, and other projects while at the storage facility may be performed on occasion.
- 3.2 No unauthorized entry or visitors shall be permitted in the vault.
- 3.3 Seller shall be informed when a retrieval/pull becomes a permanent removal. If a file is permanently removed from a box, Seller shall remove the out card which would have been previously placed in the box. Seller shall be notified to update the appropriate information.
- 3.4 Requests may occur asking for certain information from a file or box to be provided over the phone. This shall occur only after the caller is verified to be an authorized individual as stated in section 2.2.
- 3.5 Inquiries regarding the activity/history of a file/box may occur.
- 3.6 Requests for an up-to-date listing of files/boxes that have been retrieved and are currently not located at the storage facility may be made.



- 3.7 Consolidation of multiple files into one file folder may occur once retrieved, and, thus, alter any bar coded information. If this occurs, the Seller shall be notified to update the appropriate information.
- 3.8 Seller may be directed to add a document(s) to an existing file (considered an "interfile" action) while in the Seller's possession. Every attempt shall be made to place the document(s) into the correct location. WVNSCO or DOE, as appropriate, shall be contacted if there are any questions while performing this action.
- 3.9 Seller may be directed to add a file(s) to an existing box (considered a "filing" action) while in the Seller's possession. Every attempt shall be made to place the file(s) in the correct location. WVNSCO or DOE, as appropriate, shall be contacted if there are any questions while performing this action.
- 3.10 If a box has been retrieved, WVNSCO or DOE may refile previously retrieved file(s) that are still in either organization's possession. Removal, completion, and return of the out card to the storage facility will be done by WVNSCO or DOE.
- 3.11 Seller shall provide any supplies needed to safely transport records to WVNSCO or DOE. Supplies may include, but are not limited to: jet bags, transfer/shipping boxes/cartons, etc.
- 3.12 Seller shall provide forklift services, as necessary, to load/unload pallets containing WVNSCO or DOE boxes of records.
- 3.13 Seller shall utilize WVNSCO-supplied account numbers per WVNSCO shipping instructions for FedEx and UPS deliveries of requested records.
- 3.14 Seller shall ensure that the hygrothermograph is inspected and calibrated on an annual basis. Certification of the results shall be filed in WVNSCO carton number 7791. Weekly chart recordings shall also be filed in WVNSCO carton number 7791.
- 3.15 Seller shall immediately notify WVNSCO or DOE of any damage to documents while stored at Seller's facility and action taken by Seller to restore the damaged documents. Such damage includes, but is not limited to, water damage, stains on documents, dirt or mud defacing the document, and damages caused by a man made or natural disaster.
- 3.16 The Seller shall not perform any destruction activities unless otherwise authorized by WVNSCO or DOE. When destruction activities have been authorized, the Seller shall prepare a Records Destruction Certificate for every record/box destroyed and submit the Certificate to WVNSCO or DOE, as appropriate.
- 3.17 Seller shall provide duplication services, as requested, by WVNSCO or DOE.
- 3.18 Seller shall provide barcode and data entry services for each box/file retrieved/pulled or refilled.
- 3.19 On an annual basis, updated Inventory Reports (one for WVNSCO and one for DOE) showing all boxes stored in the vault shall be provided by the Seller.
- 3.20 Seller shall provide records storage cartons, when requested, in the following approximate sizes: drawing boxes (4" x 4" x 42.5"), hardcopy boxes (15.5" x 12" x 10"), and medical x-ray boxes (15" x 6.25" x 20"). Cartons shall be a minimum of 200 lb. test corrugated. Hardcopy boxes shall be of double wall construction and ~1.2 cubic feet in size.

#### 4.0 DEFINITIONS

- 4.1 Bar coding - Using a scanner to decipher a barcode sticker and uploading the associated information into a database in order to track and control the box or file.
- 4.2 Cartons - Cardboard containers used to protect and transport records between the storage facility and authorized individuals. Also known as a shipping carton or box.
- 4.3 Copying - The act of reproducing an original record using a copy or fax machine.
- 4.4 Data Entry - The act of entering information from a box or file into a database in order to track and control the box or file.
- 4.5 Delivery - Transporting, taking, and handing over of requested retrieval/pull items to WVNSCO or DOE utilizing one of the following methods: 1) Faxing (see step 4.9 below); 2) Seller's Carrier (provided by the Seller and consisting of Seller's equipment and employee(s); 3) Air Express Delivery [such as Federal Express (FedEx) or United Parcel Service (UPS)]; or 4) Ground Service.
- 4.6 Destruction - The physical act of destroying records by recycling, incineration, or shredding and the issuance of a records destruction certificate.
- 4.7 Documents - The smallest unit of filing which can be a single page or consist of numerous pages.
- 4.8 Drawings - Paper and mylar material consisting of graphic representations.
- 4.9 Faxing - The activity of the Seller transmitting textual and graphic material via telecommunications to a location that has been requested by an authorized employee. The Seller shall have the capability to send faxes and receive faxed documents.
- 4.10 File Folders - A group of related documents that is stored in a labeled file folder.
- 4.11 Forklift Services - Utilizing motorized equipment to move pallets of boxes from one location to another.
- 4.12 Interfiles - The act of the Seller placing new storage items of documents or file folders into existing file folders and/or boxes.
- 4.13 Jet bag - A mailing pouch used to transport requested files from the storage facility to authorized individuals.
- 4.14 Magnetic Tapes - Includes any type of computer media such as cassettes, tapes, disks, diskettes, reels, etc.
- 4.15 Microforms - Includes microfilm, microfiche, radiographs, aperture cards, and x-rays. For the purpose of this subcontract and due to similar storage requirements, videotapes, photographs, and slides, etc., may be categorized as microforms.

- 4.16 Nonpaper Records - Records that are not on a paper media. They include items such as: radiographs, photographs, negatives, microforms, magnetic media, slides, videotapes, etc.
- 4.17 Permanent Removal - The act of removing a file/box from the storage facility and associated databases and the intent that the file/box will not be returned for storage unless a new identification number is assigned.
- 4.18 Pick up - Transporting of records from the WVNSCO/DOE facilities to the Seller's facility.
- 4.19 Preservation - The provision of adequate facilities to protect, care for, or maintain records. Specific measures, individual and collective, undertaken to maintain, repair, restore, or protect records.
- 4.20 Refile/File - The act of the Seller placing delivered retrievals/pulls and new storage boxes into the assigned vault and location.
- 4.21 Retrieval/Pull - A request submitted by fax, e-mail, and/or phone from an authorized WVNSCO or DOE employee to the Seller to allow the Seller to access WVNSCO or DOE documents.
- 4.22 Rush Retrieval/Pull - A request submitted by fax, e-mail, and/or phone from an authorized WVNSCO or DOE employee to the Seller to allow the Seller to access and transport WVNSCO or DOE documents to authorized individuals as soon as possible from the time of the request.
- 4.23 Safekeeping - Measures taken to preclude the entry of unauthorized personnel into a storage area to guard against larceny and vandalism. Measures taken to provide for replacement, restoration, or substitution of lost or damaged records.
- 4.24 Storage - Maintaining records in predetermined locations that meet the requirements of applicable standards, codes, and regulatory agencies.
- 4.25 Vault - A completely fire-resistive enclosure used exclusively for the storage of records.

## QUALITY PROGRAM REQUIREMENTS

The following elements of ASME NQA-1, marked below, apply to this contract:

Basic Requirement	Supplement
<input checked="" type="checkbox"/> 1 Organization	<input type="checkbox"/> 1S-1
<input type="checkbox"/> 2 Quality Assurance Program	<input type="checkbox"/> 2S-1
	<input type="checkbox"/> 2S-2
	<input type="checkbox"/> 2S-3
	<input type="checkbox"/> 2S-4
<input type="checkbox"/> 3 Design Control	<input type="checkbox"/> 3S-1
<input type="checkbox"/> 4 Procurement Document Control	<input type="checkbox"/> 4S-1
<input checked="" type="checkbox"/> 5 Instructions, Procedures, and Drawings	
<input checked="" type="checkbox"/> 6 Document Control	<input type="checkbox"/> 6S-1
<input type="checkbox"/> 7 Control of Purchased Items and Services	<input type="checkbox"/> 7S-1
<input type="checkbox"/> 8 Identification and Control of items	<input type="checkbox"/> 8S-1
<input type="checkbox"/> 9 Control of Processes	<input type="checkbox"/> 9S-1
<input type="checkbox"/> 10 Inspection	<input type="checkbox"/> 10S-1
<input type="checkbox"/> 11 Test Control	<input type="checkbox"/> 11S-1
	<input type="checkbox"/> 11S-2
<input checked="" type="checkbox"/> 12 Control of Measuring and Test Equipment	<input type="checkbox"/> 12S-1
<input type="checkbox"/> 13 Handling, Storage, and Shipping	<input type="checkbox"/> 13S-1
<input type="checkbox"/> 14 Inspection, Test, and Operating Status	
<input type="checkbox"/> 15 Control of Nonconforming Items	<input type="checkbox"/> 15S-1
<input checked="" type="checkbox"/> 16 Corrective Action	
<input checked="" type="checkbox"/> 17 Quality Assurance Records	<input checked="" type="checkbox"/> 17S-1 (Sections 4 & 5 (excludes Steps 4.4.2, 4.4.3, and 4.4.4))
<input type="checkbox"/> 18 Audits	<input type="checkbox"/> 18S-1

THIS P.O. DESCRIBES A HIGH LEVEL WASTE (HLW) ITEM OR ACTIVITY ☐ YES ☒ NO

☐ The above Quality Program Requirements meet the requirements for HLW items or activities for this specific scope of work.

☐ Additional requirements meeting HLW requirements are attached

Requisitioner

Lori-Anne E. Kearney  
Lori-Anne E. Kearney Print / Sign

Date 02/15/05

Quality Assurance

J. A. March J. F. March  
Print / Sign

Date 2/11/05

**SUPPLIER NONCONFORMANCE REPORT (SNR)**

(1) Page \_\_\_\_\_ OF \_\_\_\_\_

For Detailed instructions on filling out this report, see reverse side of document.

SNR No. \_\_\_\_\_

WVNSCO Distribution: QA Vendor File  
 Cognizant Engineer  
 Purchasing Representative (original)

AR No. \_\_\_\_\_

Mail To: West Valley Nuclear Services Co. 10282 Rock Springs Road West Valley, New York 14171-9799		(2) From: _____	
Attention: _____			
(3) Item/Data Name and Serial Number(s)		(4) Drawing/Specification & Revision No.	
(5) WVNSCO Purchase Order No.			
(6) Quantity Nonconforming	(7) Date Discovered	(8) Next Higher Assembly (name/drawing)	(9) Related SNRs
(10) Identify Requirement(s) Violated  <div style="display: flex; justify-content: space-between;"> <span>_____ Originator</span> <span>_____ Date</span> </div>			
(11) Description of Nonconformance Attachments <input type="checkbox"/> No <input type="checkbox"/> Yes,			
(12) Cause  <input type="checkbox"/> Equipment/Material <input type="checkbox"/> Procedure <input type="checkbox"/> Personnel <input type="checkbox"/> Design <input type="checkbox"/> Training <input type="checkbox"/> Management <input type="checkbox"/> External Phenomena		(13) Recommended Disposition <input type="checkbox"/> Use-As-Is <input type="checkbox"/> Scrap <input type="checkbox"/> Repair <input type="checkbox"/> Rework  <input type="checkbox"/> Conditional release requested, Conditional Release Justification:  Rework/Repair Instruction attachment: _____	
(14A) Supplier's Technical Justification		(14B) WVNSCO Justification	
(15) Corrective Action Taken/Planned		(17) Request For WVNSCO Action  <input type="checkbox"/> Approval <input type="checkbox"/> Information	
(16) Planned Corrective Action Date: _____			
(18) Supplier Signatures: _____ <div style="display: flex; justify-content: space-between;"> <span>Engineering</span> <span>Date</span> <span>Quality Assurance</span> <span>Date</span> </div>			
(19) WVNSCO Disposition: * <input type="checkbox"/> Approved (USQ screen required for Use-As-Is or Repair) <input type="checkbox"/> Disapproved <input type="checkbox"/> Conditional, List Attachments _____  SNR Affects Design: <input type="checkbox"/> Yes, List ECN No. _____ <input type="checkbox"/> No			
WVNSCO Cognizant Engineer _____ Date _____		Radiation Safety _____ Date _____	
WVNSCO Cognizant Manager _____ Date _____		Purchasing Date _____	
(20) Disposition Action Completed and Approved  Supplier QA Representative/WVNSCO Quality Assurance _____ Date _____		(21) SNR Completion Approval  WVNSCO Quality Assurance _____ Date _____	
*Is a USQD (USQP Form WV-3306, Sections V, VI, and VII) required? <input type="checkbox"/> NO <input type="checkbox"/> YES			
USQD Originator or Safety Analyst Signature _____ Printed _____ Date _____			
If yes, attach the completed USQD (USQP Form WV-3306, Sections V, VI, and VII).			

The issuance and acceptance of this report in no way limits or affects the warranty provisions of the order. This report shall not establish a precedent or obligation to accept similar conditions in the future.

## INSTRUCTIONS FOR COMPLETING THE SUPPLIER NONCONFORMANCE REPORT (SNR) FORM

Blocks (1) through (18) to be completed by Supplier and submitted to WVNSCO on a WVNSCO Approval Request (AR), form no. WV-19010.

If more space is required than provided, include the information on a supplement sheet, attach it to the SNR, and reference the attachment in the applicable block.

- (1) Correct number of pages to reflect number of attachments being included with SNR. Supplier assigned SNR number, consisting of WVNSCO Purchase Order number and a sequential identifying number. (Example: 19-55555-1, 19-55555-2, etc.) Associated AR number on which SNR is being submitted to WVNSCO for approval. In "Mail To:" block: cognizant purchasing agent's name.
- (2) Name, division, address, and telephone number of supplier originating SNR.
- (3), (4), (5), (6), & (7)
- (8) List the next higher assembly drawing to aid WVNSCO in identifying affected assembly or system.
- (9) SNR number(s) which relate to item covered by SNR. (SNRs for items previously provided which have had similar causes or have affected other deliveries).
- (10) Description of requirement which was violated by Nonconformance. Give sufficient detail such as drawing zone, specification paragraph number, tolerances, etc. Signature of supplier personnel responsible for discovering condition.
- (11) Concisely describe Nonconformance as related to requirements violated in block(10). Additional supportive information such as inspection data sheets, sketches, pictures, etc., may be provided with SNR. If additional information is provided, check the "yes" block and list attachment description in list block.
- (12) Check block which best identifies cause of Nonconformance.
- (13) Check block which identifies recommended disposition of nonconforming item(s). If more than one disposition is being suggested, list quantity, serial numbers, or description of items associated with each disposition. If conditional release is being requested, check block and give full justification for request in block provided. If repair is recommended, attach sheet with suggested repair and re-inspection plan. Reference attachment in space provided.

The following are definitions of possible dispositions:

**Use-As-Is (UAI)** - Utilized when it can be established that nonconforming item or data is satisfactory for intended use and does not require any additional modification or correction.

**Repair** - Used when resolution of Nonconformance includes restoration of an item to a condition such that the capability of the item to function reliably and safely is unimpaired, even though that item does not conform to original specification requirements.

**Scrap** - Utilized to document a decision that a nonconforming item cannot be accepted as is, or economically repaired or reworked. Items with this disposition shall not be acceptable to WVNSCO and are to be discarded or returned to their source by Supplier.

**Rework** - Used when an item is made to conform to original requirements by completing correction action.

**NOTE:** SNRs with **Use-As-Is** or **Repair** disposition shall not be processed further until WVNSCO has provided written concurrence with the recommended disposition. SNRs with **Scrap** or **Rework** dispositions shall be sent to WVNSCO for information.

- (14A) Technical justification for UAI and Repair dispositions only. Include technical reasons why it is to WVNSCO's advantage to approve requested disposition. Document justification on attachment sheet and reference attached sheet in block provided.
- (15) Corrective Action Taken/Planned which defines action to be taken or planned in order to correct Nonconformance, and to prevent re-occurrence of like non-conformance.
- (16) Expected corrective action completion date. If corrective action is already complete, state "completed on (date)."
- (17) Self explanatory
- (18) After review of form for content and correctness, provide Supplier signatures and date.

Blocks (14B) and (19) through (21) to be completed by WVNSCO personnel.

- (14B) Describe effect on safety, reliability, performance, service life, site installation, maintainability, interfacing items, etc., supplier recommended disposition is to be accepted. Describe corrective actions taken to prevent recurrence of similar Nonconformance. Document effects and corrective action on attachment sheet and reference attached sheet in block provided.
- (19) Check appropriate approval disposition block. If conditional block is checked, the conditions of approval shall be detailed in an attachment and be referenced in space provided. Check appropriate Engineering Change Notice (ECN) effect block. If "yes" block is checked, reference ECN No. and attach a copy of ECN, WVNSCO form No. WV-1839 to SNR. Check appropriate USQP block. If block (13) has been dispositioned either Use-As-Is or Repair, a USQP determination is required.
- (20) Signed and dated by Supplier Quality Assurance Representative to indicate supplier **Repair**, **Rework**, or **Scrap** action is complete. Signed and dated by WVNSCO Quality Assurance when disposition is Use As Is and requires no further action by supplier. **Note:** Both signatures may be required in cases of multiple dispositions.
- (21) When form is complete, all attachments as referenced are attached, and when final disposition is found acceptable, Quality Assurance shall sign and date to formally close-out SNR.
- (22) Qualified USQ reviewer complete per WV-914.

After close-out, Quality Assurance shall forward the originals to the Purchasing Representative and copies to distribution list.

## ATTACHMENT D

## IRON MOUNTAIN PROPERTY LOGOS

Logo #	Custodian	Badge #	Govt. Id	Date Issued
893	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
894	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
895	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
896	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
897	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
898	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
899	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
900	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
901	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
902	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
903	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
904	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
905	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
906	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
907	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
908	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
909	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
910	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
911	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
912	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
913	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
914	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
915	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
916	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
917	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
918	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
919	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
920	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
921	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
922	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
923	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
924	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
925	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
926	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
927	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
928	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
929	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
930	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
931	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
932	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
933	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
934	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
935	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
936	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
937	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
938	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
939	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99

2 of 3



## ATTACHMENT D

991	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
992	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
993	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
994	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
995	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
996	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
997	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
998	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
999	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1000	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1001	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1002	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1003	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1004	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1005	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1006	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1007	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1008	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1009	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1010	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1011	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1012	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1013	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1014	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1015	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1016	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1017	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1018	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1019	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	10/21/99
1020	SCHIFFHAUER,CAROL,M	10133	THERMOGRAPH	10/21/99
1021	SCHIFFHAUER,CAROL,M	10133	DOOR	10/21/99
1022	SCHIFFHAUER,CAROL,M	10133	METAL FENCE	10/21/99
1023	SCHIFFHAUER,CAROL,M	10133	LADDER	10/21/99
1024	SCHIFFHAUER,CAROL,M	10133	CART	10/21/99
1034	SCHIFFHAUER,CAROL,M	10133	LADDER	12/06/2000
1069	SCHIFFHAUER,CAROL,M	10133	FILE SHELF	08/02/2004

Attachment E

Pricing Schedule

April 1, 2005 – March 31, 2006

Item Description	Estimated Quantity	Firm-Fixed Price Per Item	Total Estimated Price Per Item
Record Storage	12 Months	\$3,465/month	\$41,580.00
Retrieval, Refile/file, Interfiling, Shelving, Scanning, Data Entry, Bar Coding, and Hygrothermograph Maintenance	45 hours/month	\$35.00/hour	\$18,900.00
Rush Retrieval	1 hour/month	\$70.00/hour	\$ 840.00
Faxing	4 pages/month	\$1.50/page	\$ 72.00
Records Pickup by Iron Mountain	7 round trips	\$900.00	\$ 6,300.00
Jet Bags	5 bags/month	\$.50/bag	\$ 30.00
Transfer/Shipping Boxes/Cartons	54 boxes/month	\$2.00/box	\$ 1,296.00
<b>Total Estimated Price for April 1, 2005 – March 31, 2006</b>			<b>\$69,018.00</b>

Provide pricing for the following items which may be required during the period of performance but are not included in the Total Estimated Price:

Forklift Services \$ 39.00 /hour  
Oversized shipping cartons \$ 2.00 /each  
Destruction services \$ 2.00 /per box

Attachment E

Pricing Schedule

April 1, 2006 – March 31, 2007

Item Description	Estimated Quantity	Firm-Fixed Price Per Item	Total Estimated Price Per Item
Record Storage	12 Months	\$3,465/month	\$41,580.00
Retrieval, Refile/file, Interfiling, Shelving, Scanning, Data Entry, Bar Coding, and Hygrothermograph Maintenance	45 hours/month	\$35.00/hour	\$18,900.00
Rush Retrieval	1 hour/month	\$70.00/hour	840.00
Faxing	4 pages/month	\$1.50/page	72.00
Records Pickup by Iron Mountain	7 round trips	\$900.00	\$ 6,300.00
Jet Bags	5 bags/month	\$.50/bag	\$ 30.00
Transfer/Shipping Boxes/Cartons	54 boxes/month	\$2.00/box	\$ 1,296.00
<b>Total Estimated Price for April 1, 2006 – March 31, 2007</b>			<b>\$69,018.00</b>

Provide pricing for the following items which may be required during the period of performance but are not included in the Total Estimated Price:

Forklift Services \$ 39.00 /hour  
 Oversized shipping cartons \$ 2.00 /each  
 Destruction services \$ 2.00 /per box

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Attachment E

Pricing Schedule

April 1, 2007 – March 31, 2008

Item Description	Estimated Quantity	Firm-Fixed Price Per Item	Total Estimated Price Per Item
Record Storage	12 Months	\$3,465/month	\$41,580.00
Retrieval, Refile/file, Interfiling, Shelving, Scanning, Data Entry, Bar Coding, and Hygrothermograph Maintenance	45 hours/month	\$35.00/hour	\$18,900.00
Rush Retrieval	1 hour/month	\$70.00/hour	\$ 840.00
Faxing	4 pages/month	\$1.50/page	\$ 72.00
Records Pickup by Iron Mountain	7 round trips	\$900.00	\$ 6,300.00
Jet Bags	5 bags/month	\$.50/bag	30.00
Transfer/Shipping Boxes/Cartons	54 boxes/month	\$2.00/box	\$ 1,296.00
<b>Total Estimated Price for April 1, 2007 – March 31, 2008</b>			<b>\$69,018.00</b>

Provide pricing for the following items which may be required during the period of performance but are not included in the Total Estimated Price:

Forklift Services \$ 39.00 /hour  
 Oversized shipping cartons \$ 2.00 /each  
 Destruction services \$ 2.00 /per box

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 without the specific consent of  
 purchasing.

Attachment E

Pricing Schedule

April 1, 2008 – March 31, 2009

Item Description	Estimated Quantity	Firm-Fixed Price Per Item	Total Estimated Price Per Item
Record Storage	12 Months	\$3,465/month	\$41,580.00
Retrieval, Refile/file, Interfiling, Shelving, Scanning, Data Entry, Bar Coding, and Hygrothermograph Maintenance	45 hours/month	\$35.00/hour	\$18,900.00
Rush Retrieval	1 hour/month	\$70.00/hour	\$ 840.00
Faxing	4 pages/month	\$1.50/page	\$ 72.00
Records Pickup by Iron Mountain	7 round trips	\$900.00	\$ 6,300.00
Jet Bags	5 bags/month	\$.50/bag	\$ 30.00
Transfer/Shipping Boxes/Cartons	54 boxes/month	\$2.00/box	\$ 1,296.00
<b>Total Estimated Price for April 1, 2008 – March 31, 2009</b>			<b>\$69,018.00</b>

Provide pricing for the following items which may be required during the period of performance but are not included in the Total Estimated Price:

Forklift Services \$ 39.00 /hour  
Oversized shipping cartons \$ 2.00 /each  
Destruction services \$ 2.00 /per box

Attachment E

Pricing Schedule

April 1, 2009 – March 31, 2010

Item Description	Estimated Quantity	Firm-Fixed Price Per Item	Total Estimated Price Per Item
Record Storage	12 Months	\$3,465/month	\$41,580.00
Retrieval, Refile/file, Interfiling, Shelving, Scanning, Data Entry, Bar Coding, and Hygrothermograph Maintenance	45 hours/month	\$35.00/hour	\$18,900.00
Rush Retrieval	1 hour/month	\$70.00/hour	\$ 840.00
Faxing	4 pages/month	\$1.50/page	\$ 72.00
Records Pickup by Iron Mountain	7 round trips	\$900.00	\$ 6,300.00
Jet Bags	5 bags/month	\$.50/bag	\$ 30.00
Transfer/Shipping Boxes/Cartons	54 boxes/month	\$2.00/box	\$ 1,296.00
<b>Total Estimated Price for April 1, 2009 – March 31, 2010</b>			<b>\$69,018.00</b>

Provide pricing for the following items which may be required during the period of performance but are not included in the Total Estimated Price:

Forklift Services \$ 39.00 /hour  
Oversized shipping cartons \$ 2.00 /each  
Destruction services \$ 2.00 /per box

**GENERAL  
SAFETY, HEALTH AND SECURITY RULES  
FOR  
ON-SITE SERVICES**

**West Valley Nuclear Services Company, LLC**

## PO #19-106414-C-JK

### 2.2 Sub-Contractor SMS

As an alternative to paragraph 1.2 and 1.3 above, the subcontractor may provide its own safety program to WVNS for review and approval. This safety plan shall demonstrably illustrate how it satisfies the requirements of 48 CFR 970.5204-2, Integration of Environment, Safety, and Health into Work Planning and Execution.

## 3.0 BASIC CONTROLS

### 3.1 Industrial Safety

- 3.1.1 All work areas, means of egress, and emergency exits are to be maintained free from accumulation of rubbish or debris. Blocking of emergency exits will not be allowed prior to approval of an alternate emergency egress plan, submitted via an Approval Request. Subcontractors shall conduct daily safety checks of areas where their employees are working. Any unsatisfactory condition(s) shall be reported to the cognizant engineer, corrective action taken immediately, and documented on a daily safety inspection form.
- 3.1.2 The subcontractor will submit a list of any major equipment to be brought on site complete with manufacturer data and serial number. This equipment must be properly serviced, maintained, and in safe operating condition and is subject to a site inspection by safety personnel.
- 3.1.3 Use of asbestos and lead are prohibited. Burning, welding, and grinding in other than designated areas is prohibited.
- 3.1.4 All flammable liquid safety cans shall be equipped with a self closing cap, automatic pressure relief, and flame arrestor. Safety cans shall be constructed of metal and properly labeled. The capacity of the safety cans shall not exceed 5 gallons. All safety cans shall be UL approved.

### 3.2 Radiological Safety

- 3.2.1 Prior to bringing equipment into radiological buffer zones, all packing and excess materials shall be removed from equipment whenever practical to minimize volume of waste to be surveyed upon removal from the building.
- 3.2.2 A Radiation Work Permit (RWP) must be obtained prior to performing any work in radiological controlled areas. All RWPs are to be submitted to the Plan of the Day (POD) meeting for the next day's activity. A weekly "look ahead" schedule is to be submitted to the Plan of the Week (POW) meeting. Operations that will require radiological controls in this purchase order are as follows:
  - 1. Any work that is seven(7) feet above the finished floor elevation inside the Main Plant Building;
  - 2. Subcontractor notification to Radiation Protection Department prior to bringing on-site any equipment previously used in radiologically controlled facilities.

### 3.3 Environmental Safety

- 3.3.1 Whenever possible, non-ozone depleting substances should be used. These substances include degreasing agents used during welding procedures. Class I and II ozone depleting



## PO #19-106414-C-JK

substances may be used with restrictions. The subcontractor shall submit by AR, for approval, requests to use Class I or II ozone depleting substances when substitutes are not available.

- 3.3.2 The subcontractor shall provide to WVNS, via Approval Requests (AR), a list of all required materials that could be considered hazardous materials, or are addressed by the U.S. Department of Transportation (DOT) and/or Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), 40 CFR 261, and 6NYCRR 371, prior to delivery to the WVNS job site. This list shall include, but not be limited to, quantities, site delivery schedule, a storage plan, and empty container/waste disposal plans. MSDS forms for all items shall also be submitted via the AR process. All MSDS' submitted shall be the latest issue. If the MSDS revision date is over 3 years old the subcontractor shall provide certification from the manufacturer that the MSDS is the latest revision.
- 3.3.3 The subcontractor shall ensure that all hazardous materials brought on site are either: 1) stored in accordance with approved procedures and removed from the site upon completion of the work or termination of the purchase order; 2) totally consumed; or 3) removed from the site by the end of the work day.
- 3.3.4 Hazardous materials/wastes are prohibited from disposal in the WVNS trash containers, dumpsters, or rollofs. Subcontractors generating hazardous wastes on-site must manage the waste in accordance with applicable WVNS procedures and are not permitted to transport hazardous wastes off-site. The responsible WVNS cognizant engineer must be notified of hazardous waste generation activities. WVNS shall direct the disposition of hazardous wastes generated at the site. All wastes will be monitored by WVNS Radiation Protection personnel prior to the removal of any waste from a radiological controlled area. Disposal of combustible materials by burning is strictly prohibited.
- 3.3.5 Placement of any liquid or liquid containing wastes in the WVNS dumpsters, to the ground, storm sewers, ditches, to the site treatment facilities, otherwise disposing of liquids is prohibited unless authorized otherwise.
- 3.3.6 If any asbestos bearing material is found in performance of this purchase order, the Cognizant Engineer shall be contacted before proceeding. WVNS will remove all asbestos. All unlabeled pipe insulation shall be assumed to contain asbestos.
- 3.3.7 The use of mercury onsite shall be limited when a suitable substitute can be used; for example a spirit- filled psychrometer. The subcontractor shall submit an AR for approval prior to using any equipment that contains or uses mercury.
- 3.3.8 Subcontractors shall take all possible precautions to minimize the amount of any wastes generated including utilizing the least hazardous materials, taking appropriate preventative measures to prevent spills and releases.
- 3.3.9 Spill response supplies shall be located in the vicinity of the work area for immediate accessibility.
- 3.3.10 Responsibility for the cleanup of any hazardous materials/wastes, caused by the subcontractor's failure to comply with the specified requirements, may be borne by the subcontractor.

## Integrated Safety Management Requirements for Subcontractors

PO No. 19-106414-C-JK	Description: Record Storage Vault & Services
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1. The following table contains Hazards currently identified by WVNSCO for the work associated with this subcontract that could impact worker safety, the public, and/or the environment. Proposed Hazard Controls are also provided. These Hazards and Hazard Controls should not be considered complete, nor all inclusive, since project planning, the subcontractor's means and methods of performing work, and implemented hazard controls, will all affect the work. This information is provided to the subcontractor to indicate an initial sense of the hazards associated with the work.

(None if Checked) Currently Identified Hazards and Proposed Hazard Controls		
No.	Hazard	Proposed Hazard Control
1	Off-normal Conditions	IWP advises "Stop Work" if any off-normal conditions are found.
2	Slippery Surfaces	IWP advises to check for slippery surfaces (water, ice, snow.)
3	On-Site Driving	IWP advises to be aware of pedestrian and use caution while driving on-site and in parking lot. Observe 10 mph speed limit and observe all posted signs.
4	Lifting	IWP advises the use of proper lifting techniques (lift with knees; bend using knees) and equipment.(use of dolly, use of portable ramps over doorway thresholds).
5	Personal Protective Equipment (PPE)	IWP advises long pants, closed-toe shoes (no heels) and gloves as needed.
6	Pace of Job	IWP advises to pace the job appropriately, task is not time-driven.
7	Pinch Points	IWP advises awareness to and mitigation of pinch point hazards.

2. Based on the currently identified hazards that may be associated with this subcontract, some subcontractor personnel may need specific training. Only subcontractor personnel directly affected by the specific hazard(s) need the specified training. The training indicated may be provided by WVNSCO, or may have to be obtained from outside sources. The subcontractor also has the option to provide documentation, via an Approval Request submittal, that demonstrates equivalent training for their personnel.

**Note:** The training indicated herein is based on the currently identified hazards. It should be understood that it is subject to change, based on how the subcontractor performs the work.

WVNSCO Job Code*	√	(None if Checked)	Job Title and Training Description*

\*As listed on WVNSCO Form WV-1392 - WVDP Health & Safety Training Determination Form

NOTE:	It is the Subcontractor's responsibility to have all of its his personnel process a Subcontractor Personnel Separation Clearance/Reassignment, Form (WV-4404) at the completion of each individual's work on <u>this subcontract</u> . If Rad Worker I Trained, an Exit Whole Body Count is required. If Rad Worker II Trained, an Exit Whole Body Count & Urinalysis are required.
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3. The minimum medical standards and/or requirements, as shown in the table below, are required. These requirements are subject to change if training requirements from above change.

**Note:** To maintain medical confidentiality, all health related information, **MUST** be submitted directly to WVNSCO Health Services Office. **DO NOT** submit this information on an Approval Request.

Submit and information on any approval request.								
Position/Job	√	(None if Checked)	Medical Requirements (✓ all that are required)					
		Health Assessment*		Complete Physical**		Chest X-Ray		Spirometer Test
		Health Assessment*		Complete Physical**		Chest X-Ray		Spirometer Test
		Health Assessment*		Complete Physical**		Chest X-Ray		Spirometer Test
		Health Assessment*		Complete Physical**		Chest X-Ray		Spirometer Test

\* Health Assessment performed by WVNSCO's site nurse

\*\* Cognizant Person to complete form WV-1407 Health Form for each subcontractor employee, indicating the extent of the physical

4. Hazards associated with work on this subcontract, as a minimum, will be controlled by the following marked items

√	WVNSCO Industrial Work Permit (IWP) - Mandatory for all work occurring at the WVDP site, with the exception of staff augmentation personnel
√	Pre-work activity briefing, between WVNSCO and the subcontractor's personnel, to discuss and agree upon safety requirements, hazard controls, training requirements, and other issues.
	Approved - Approval Request Submittals
	WVNSCO Work Instruction Packages (WIP)
√	Subcontract Documents

5. Based on the identified hazards, detailed "Work Procedures," as indicated below, must be submitted and approved by WVNSCO, via an Approval Request, prior to the start of any physical work that would be covered by the procedure.

**Note:** These work procedure requirements are subject to change, depending on how the subcontractor chooses to perform the work.

√	(None if Checked)	Work Procedure Requirements
1		
2		
3		

6. Industrial Work Permits (Mandatory for all work occurring at the WVDP site, with the exception of staff augmentation personnel), Radiation Work Permits (RWPs), and/or Ground Disturbance Permits (GDPs), which are initiated by WVNSCO for the work on this subcontract, shall be issued to and utilized by the subcontractor to address specific controls for identified hazards. All or part of Regulatory Permits issued to WVNSCO, by other government agencies, shall also apply to this subcontract, as indicated below.

The following WVNSCO issued, and/or regulatory permits (checked items), will be used to control the work, and are part of this subcontract. RWPs and IWPs are issued just prior to the work efforts requiring the permit. Specific requirements for these documents are included elsewhere in the subcontract documents. A copy of the GDP(s), if applicable, are included with these subcontract documents, since they contain job specific conditions that may affect the work effort.

Subcontract Permit Requirements							
Industrial Work Permit (IWP)	√	Yes		No		Mandatory for all work occurring at the WVDP site, with the exception of staff augmentation personnel	
Radiation Work Permit (RWP)		Yes		No	√	N/A	
Ground Disturbance Permit (GDP)		Yes		No	√	N/A	Number
Environmental		Yes		No	√	N/A	Name:
Other		Yes		No	√	N/A	Name:

**Note:** No work shall be performed on this subcontract without having possession of the permits marked "Yes" above.

7. When subcontractor personnel receive the WVDP General Employee Training (GET), they are issued a U.S. Department of Energy,

Ohio Field Office, picture badge, containing their photo, and a unique badge number. If personnel receive additional training, they will also receive a separate "Required Training" badge, which is worn behind the picture badge. When an Industrial Work Permit (IWP) is issued for the job, each subcontractor employee must sign the permit. Their signature signifies that they attest to having the required training for the work they will be performing. In addition to their signature, the WVNSCO Cognizant Person will confirm that each worker has the proper training to perform the proposed work, and will initial the IWP next to the worker's name.

8. Clear lines of communication shall be established and maintained between the subcontractor and WVNSCO, while subcontractor personnel are working at the WVDP Site. The Primary interface will be between the WVNSCO Cognizant Person listed below, and the Subcontractor's Superintendent/Safety Representative or designated alternate.

Contact	Name	Site Phone No.
WVNSCO Primary Cognizant Person	Lori-Anne E. Kearney	716-942-4074
WVNSCO Alternate Cognizant Person	Carol M. Schiffhauer	716-942-4296

9. ☒ If checked (✓), the following condition applies to this subcontract:

The Subcontractor's Superintendent/Safety Representative or designated alternate shall notify the WVNSCO Cognizant Person, each day, upon entering the WVDP Site.